

PHOTO OP DAYS 2010

(1ST AND 3RD Tuesday of each month) If Tuesday is a State Holiday or MDE is closed because of weather, there is no "Rain Date". HOURS PHOTOS TAKEN: 8 AM TO 9:30 AM

**\$25 [\$50] CASH OR MONEY ORDER (increase in fee pending)
NO COMPANY OR PERSONAL CHECKS, NO CREDIT CARDS**

**NEED A CURRENT VALID CERTIFICATE, NOT A PHOTOCOPY, BUT AN
ORIGINAL CERTIFICATE**

2010 SCHEDULE

<u>JANUARY</u>	5 & 19
<u>FEBRUARY</u>	2 & 16
<u>MARCH</u>	2 & 16
<u>APRIL</u>	6 & 20
<u>MAY</u>	4 & 18
<u>JUNE</u>	1 & 15
<u>JULY</u>	6 & 20
<u>AUGUST</u>	3 & 17
<u>SEPTEMBER</u>	7 & 21
<u>OCTOBER</u>	5 & 19
<u>NOVEMBER</u>	16 (Election Day falls on the 1st Tuesday- No photo ops on November 5th)
<u>DECEMBER</u>	7 & 21

<p align="center">PHOTO IDENTIFICATION</p> <p align="center">CARD FORM</p>	<p align="center">FOR MDE USE ONLY</p>
	<p>PHOTO ID # _____</p> <p>DATE _____</p>

IMPORTANT: Must have **CURRENT**, valid, original **CERTIFICATE**. **NO PHOTOCOPY**. The cost is \$25 per discipline. You must have a money order or cash for the **EXACT AMOUNT**. Make the money order payable to “Maryland Clean Air Fund”.

IMPORTANTE: Traer **CERTIFICADO** original que esté válido y vigente. No se aceptan fotocopias. El precio por cada adiestramiento es de \$25. Pagar con dinero en efectivo (“cash”) o giro (“money order”) por la cantidad exacta. El giro debe de hacerse a nombre de “Maryland Clean Air Fund”.

NO PERSONAL OR COMPANY CHECKS ACCEPTED
No se aceptan cheques personales o de negocio.

<p align="center"><i>Social Security Number—Number de Seguro Social</i></p> <p align="center">____ _ - ____ _ - ____ _</p>

Applicant's Name—Nombre _____

Applicant's Address Dirrecion _____
Street/Calle)

(City, State, ZIP—Cuidad, Estado, Zona Postal)

Applicant's Phone No.—Numero de Telefono (____) _____

Applicant's Signature Firma _____

The Company You Work For—Nombre de Empleador

Date—Fecha de Hoy _____

MDE/TR 273 (REVISED 11/4/03)

**PROCEDURES FOR PHOTO IDENTIFICATION CARD DAYS at MDE.
(1800 WASHINGTON BLVD. BALTIMORE MD 21230-1720) 410-537-3200**

If you have a photo id card (with picture) from out of state. This will be acceptable if it shows an expiration date that matches the training certificate expiration date. Please note that most expiration dates on a license do not expire the same day as your training certificate. It must also say that this is the training expiration date.

If the date is not a training expiration date or not indicated as such, then you will, in addition to carrying the photo id card, need to have your current training certificate WITH YOU while working in MD.

If you are sending people who do not speak English, please send an interpreter.

If the employer in MD wants you to have a Maryland Photo ID Card, that is their choice. It is not wrong. You will have to come to the headquarters in Baltimore for a Maryland Photo ID card. Follow the directions for individuals or for groups more than 4 persons.

For 1-4 persons—You do not need an appointment. We provide this service every 1st and 3rd Tuesday of each month. If any of these days is a State holiday OR MDE is closed, there is no “rain” date. Just come in on the next scheduled Tuesday

The hours are 8-9:30 A.M. at our office. You must have your current, valid, original training certificate, not a photocopy of this certificate We will check it and make a copy for our records. If you have just a photocopy, we will prepare your photo id card, but will keep it until we can verify the information. Then it will be mailed to you.

The cost is \$25.00 per person. We do not accept company or personal checks or credit cards for this service. If you pay by cash, please have exact amount. Money orders, cashier’s checks, certified checks must be made payable to Maryland Clean Air Fund.

More than 4 persons—You must call and make an appointment. You must provide the same documentation, etc. There is one major difference—We require that you prepay and send us copies of the current training certificates. We use this to prepare the cards ahead of time. This saves the employees and us a great deal of time when they come in. Use the form (page 4) to send in your payment to the lockbox. Do not send it directly to the Department. Our fax number for the certificates is 410-537-3924. *When we have all of the certificates and money, we will call to set up an appointment for these persons to come to our office.* When you come in, **BRING THE ORIGINAL CERTIFICATES, because we will check the original training certificates to verify that they match the photocopies we already have. Do not send substitutes and there are no refunds.**

As always, we reserve the right to reject a training certificate that may be questionable. If we cannot verify the information on the day that you are here, we will keep the photo id card and mail it to you when information is verified.

NOTE—This form is for those who are paying ahead of time for photo id card fees.

Enclosed: company check (no personal checks) or money order or certified check or cashier's check is for Photo ID CARD Fees. \$25.00 per person.

**Make money order or check payable to Maryland Clean Air Fund.
(You may pay for all with one check or money order.)**

Send this form and payment to:

**Department of the Environment
P.O. Box 2037
Baltimore MD 21203-2037***

PCA 13729

OBJECT 5697

SUFFIX 711

From: (Put in the name of your company, contact person, the address, and the phone number.)

***UPS, FedEx, etc. do not deliver to the lockbox. For overnight express mail, you will need to use the overnight service provided by the Post Office.**